

Vendor Name: \* \_\_\_\_\_ Vendor #: \* \_\_\_\_\_  
If new vendor, wait until vendor number assigned before submitting

## MULTI-VENDOR PURCHASE ORDER PAYMENT APPLICATION

Please note that all lines with an \* at the beginning must be completed. Incomplete forms and forms without required documentation attached will be returned to the sender.

**\*IMPORTANT:** If this is an individual who has rendered a service to the district, has this person ever been paid on payroll (even for substitute or non-staff co-curricular work)? \* \_\_\_\_\_  
If you answered yes **and** this is not a contract for a sports official, **STOP!!** This person must be paid on payroll for services rendered. He/she cannot be paid on a purchase order.

Date: \* \_\_\_\_\_

Amount: \*\$ \_\_\_\_\_

Inv #	Date
Office Use Only	Office Use Only

Purchase Order Number: \* \_\_\_\_\_

PO Item Number: \_\_\_\_\_  
Required ONLY if more than 1 item on PO

PO Item Description: \_\_\_\_\_  
Required ONLY if more than 1 item on PO - Should be the same as the description on the PO

Description of Payment: \_\_\_\_\_  
(Optional – for your use only) Use to show information you would like to see when you look up the payment online.  
For example – game date for officials, dates covered for mileage reimbursement etc

**Check *one box only*:**

1. \*Purchase order status for this payment should be:
  - Partial** – keep this PO open – more payments expected (**this form replaces need for copy of PO for partial**)
  - Full** – close this PO – no further payments expected (**remember to attach original signed requisition**)

**Check any box that applies:**

2. \*I have enclosed the following to ensure that only items received or services rendered are paid:
  - Packing slip
  - Invoice - **ORIGINAL ONLY – COPIES INCREASE CHANCES OF DUPLICATE PAYMENT**
  - Itemized list clearly showing which items have been received – BEST list is the original requisition that the teacher completed
  - Receipts – originals only (with adding machine tape if more than TWO receipts)
  - Repair slip
  - Copy of service contract
  - Copy of athletic contract
  - Other: Explain \_\_\_\_\_

\_\_\_\_\_  
Signature of Approver